

## Protect people, places, and information that influence global change.

Real change, even globally, starts with each of us. When you work for the U.S. Department of State, you'll discover the unique opportunity to make an impact, as you help societies become full partners in the international community. Here, you'll have the chance to represent America to the world and make a difference as you experience an extraordinary career.

## One of our greatest strengths is our diversity.

Diversity is reflected in who we employ – culturally aware, adaptable, strategic thinkers from all walks of life. When people of all cultures, races, religions, and economic backgrounds represent the Bureau of Diplomatic Security, it's a clear statement to the world about who America is and what our values mean in practice.



U.S. Department of State

★ CAREERS REPRESENTING AMERICA ★

**careers.state.gov**

U.S. citizenship is required. The U.S. Department of State is committed to equal opportunity and fair and equitable treatment for all without regard to race, color, national origin, sex, religion, age, sexual orientation, disabling condition, political affiliation, marital status, or prior statutory, Constitutionally protected activity. The Department provides reasonable accommodations for applicants with documented disabilities. Applicants requiring reasonable accommodations for any part of the application or hiring process should so advise the Department. All decisions for granting reasonable accommodations are made on a case-by-case basis.



U.S. Department of State

## Bureau of Diplomatic Security

## Special Agent



## Make a difference on a global scale.

As a Foreign Service Specialist serving overseas, you'll be a vital part of history in the making as you experience the challenge and excitement of a career at the forefront of international affairs. This career offers an unprecedented opportunity to travel the world and experience different cultures.

From a practical perspective, you will receive exceptional benefits, including life and health insurance, law enforcement availability pay (LEAP), extensive language training and professional development, federal retirement benefits, and generous paid leave. When serving overseas, the U.S. Department of State provides excellent paid housing or a housing allowance, and paid education for dependent children K through 12.

This is an opportunity unlike any other: the chance to help protect and to represent your country to the world. You will contribute to a global society and make an impact.

## Special Agents manage complex security programs that safeguard America's interests in the U.S. and overseas.

The Bureau of Diplomatic Security (DS) is a global force that is indispensable to the safe conduct of U.S. foreign policy. DS has a presence in more foreign countries than any other American law enforcement and security organization with over 1,900 Special Agents. Our Special Agents are assigned to field offices and various Joint Terrorism Task Forces throughout the United States, in addition to more than 285 diplomatic or consular posts in over 180 countries.

Special Agents are sworn federal law enforcement officers who are carefully selected and highly skilled. As part of their responsibilities, while serving overseas Special Agents advise ambassadors on all security matters and manage a complex range of security programs designed to protect personnel, facilities, and information. In the United States, Special Agents protect the Secretary of State and visiting foreign dignitaries, as well as investigate passport and visa fraud and other crimes. Special Agents spend approximately half of their careers living and working abroad. Their remaining service is spent in the U.S.



Training:  
Comprehensive and Specialized

DS makes a substantial training investment in each Special Agent. Newly hired Special Agents are trained for several months in personal protection techniques, criminal law and investigations, firearms, specialized driving, first aid, and background investigations. Prior to being assigned overseas, Special Agents are trained in security management, post operations, counterintelligence, and technical security. Additional training includes advanced firearms techniques, improvised explosive device (IED) detection, arson investigation, and medical assistance.

Domestic Assignments:  
Begins with the Basics

DS Special Agents are required to carry firearms in the performance of their duties and have arrest authority. Typically, Special Agents are first assigned to a field office in the United States, where they receive experience in a variety of security and law enforcement duties. Domestically, Special Agents spend a great deal of time working and traveling on protective security assignments for the Secretary of State or visiting foreign dignitaries. They also work on passport and visa fraud, counterintelligence, and other investigations. While serving in domestic assignments, Special Agents may be temporarily assigned overseas to assist with protection requirements or with a specific task.



“I manage a complex range of security programs.”  
  
Sean  
Foreign Service Specialist,  
Diplomatic Security Special Agent

Overseas Assignment:

Assignments overseas offer a great opportunity for career growth. At U.S. embassies and consulates abroad, Special Agents develop, implement, and manage various aspects of a comprehensive security program designed to protect personnel, property, and information against terrorists, foreign intelligence agents, and criminals.

Special Agents are required to serve a substantial portion of their careers living and working overseas. Special Agents who prove themselves on the job may advance to the position of Regional Security Officer, responsible for managing security operations for an embassy or several diplomatic posts within an assigned region. Regional Security Officers work closely with top U.S. Department of State officials and with security and police officials from host countries. They also serve as operational supervisors of U.S. Marine Security Guard detachments assigned to protect U.S. diplomatic facilities.

Qualifications:  
As Demanding as the Job

Special Agents must generally be available for assignment anywhere in the world at any time. Diplomatic Security is looking for people who are adaptable, logical, and creative. They must have strong oral and written communication skills, and should be able to make smart decisions under pressure. Diplomatic Security Special Agents come from a variety of backgrounds. Former military and police officers, as well as history teachers, artists, construction workers, accountants, lawyers, and writers have all become successful Special Agents.

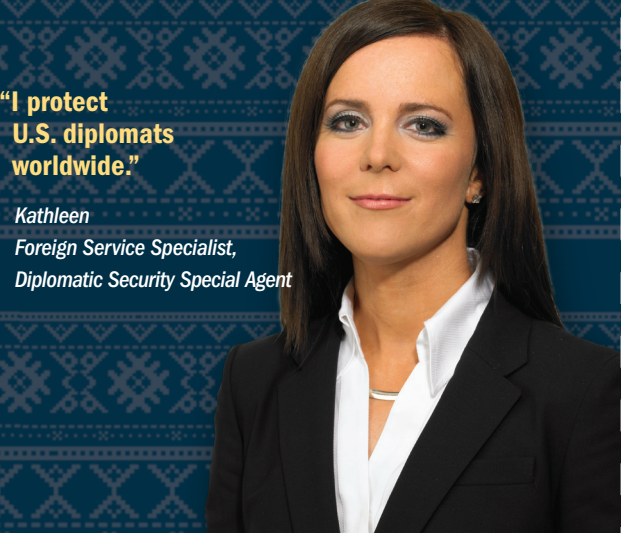
Applicants must be U.S. citizens between 21 and 36 years of age, preference-eligible veterans excepted, and have a bachelor’s degree from an accredited college or university. Graduates from all majors and disciplines, from criminal justice to English literature, are encouraged to apply. Men born after 1959 must be registered under the Selective Service Act. Applicants must possess a valid U.S. driver’s license and be able to successfully complete seven months of initial training that includes understanding and passing competency tests in firearms, academics, physical fitness, and specialized driving.

Those who meet the basic qualifications for a Special Agent position are invited to participate in an assessment process, culminating in an oral examination before a panel of the Foreign Service’s Board of Examiners. Although the application process may take up to 12 months, it is usually less than that. Probationary appointments for Foreign Service Special Agents are offered to those candidates who pass a medical examination and an in-depth background investigation which is required to obtain a special Top Secret clearance.\* Upon successful completion of a four-year probationary period, employees are offered Special Agent career appointments.

Salary and Benefits:

Starting salaries fall within the Foreign Service FP-6 pay scale, depending on qualifications and location of assignment. Vacancy announcements indicate current salary levels. Slightly higher salaries are available for candidates who can demonstrate fluency in certain foreign languages or who have additional, directly related work experience.

During the first three years of a Special Agent’s probationary appointment, satisfactory performance earns automatic grade and pay increases. Thereafter, promotions are competitive, based on performance ratings and the recommendation of the annual promotion selection board.



“I protect U.S. diplomats worldwide.”  
  
Kathleen  
Foreign Service Specialist,  
Diplomatic Security Special Agent

An Excellent Benefits Package Includes:

- Law Enforcement Availability Pay (LEAP)
- Life and health insurance
- Vacation and sick leave
- Retirement plan and Thrift Savings Plan
- Government-provided quarters or housing allowance overseas
- Home leave to the United States between overseas assignments
- Rest and recuperation leave, with transportation partially paid, for employees and their eligible family members assigned to designated overseas hardship posts
- Cost-of-living allowance where costs are substantially higher than average (Applies in designated U.S. cities and overseas posts)
- Education allowance for dependent children under certain circumstances
- Danger pay at designated overseas posts
- Moving expenses for assignments

To view specific opportunities, sign up to receive email notifications, and learn more about qualifications, training, and other specifics related to DS careers, visit us at <http://careers.state.gov>. You can also find our career opportunities at:

[www.state.gov/m/ds/career](http://www.state.gov/m/ds/career)  
[www.state.gov/careers](http://www.state.gov/careers)  
[www.usajobs.gov](http://www.usajobs.gov)

Or contact us directly at **571.345.3783** or via email at **DSRecruitment@state.gov**

\* In addition to a Top Secret security clearance, Special Agents must be eligible for access to Sensitive Compartmented Information (SCI), which requires that all immediate family members or co-habitants of Special Agent candidates be U.S. citizens. Exceptions to that policy are rare and are made on a case-by-case basis.